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**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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February 3, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF RECOMMENDATION TO DELEGATE AUTHORITY  
TO THE DIRECTOR, DPSS, TO ENTER INTO CONTRACTS WITH  
PUBLIC EDUCATIONAL INSTITUTIONS AND HOUSING AUTHORITIES  
TO PROVIDE LIMITED ENGLISH PROFICIENT TRAINING FOR  
CALWORKS PARTICIPANTS AND NEEDY FAMILIES  
(ALL DISTRICTS - 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve the attached Implementation Plan for Provision of Limited English Proficient Training for CalWORKs Participants and Needy Families that resulted from this Department's LEP planning process as set forth in Attachment A.
2. Authorize the Department of Public Social Services (DPSS) to roll over any unspent funds of the FY 2003-04 \$2,038,000 allocation for LEP program into FY 2004-05.
3. Delegate authority to the Director of DPSS to prepare and sign contracts after approval as to form by County Counsel, substantially similar to the attached sample contract (Attachment B) with public educational institutions and Housing Authorities, for the provision of education and training programs for LEP CalWORKs participants and Needy Families, effective one day after execution for a period of 12 months or through June 30, 2005, whichever is later, at a maximum cost of \$2,038,000 through the use of Performance Incentives-NCC funds. Funding for these contracts is included in the FY 2003-04 Final Adopted Budget.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On June 23, 2003, your Board allocated \$2,038,000 in Performance Incentives-Net County Cost (NCC) funds specifically for the LEP program. Recommendation 7 of the June 23, 2003 Board Letter (Attachment C) instructs DPSS to reconvene the Stakeholders in June 2004 to develop recommendations for any available PI-NCC funds for FY 2004-05. With this recommended action, we are requesting your Board's approval to remove the \$2,038,000 LEP funding established for FY 2003-04 from any potential unspent PI-NCC funds that will be subject to the Stakeholders' process of June 2004. In addition, your Board instructed the Director of DPSS to submit recommendations by January 2004 to your Board regarding the most effective manner to utilize this funding for education and training for LEP CalWORKs participants.

As instructed by your Board, in October and November 2003, DPSS convened representatives of the Community Planning Group, community colleges, adult schools and Regional Occupational Centers and Programs to develop these recommendations, based on the outcome of the current LEP Small Scale Contracts, HACLA LEP contract and other relevant information.

As you recall, the first round of LEP programs were developed and implemented as a result of the CalWORKs Education, Training and Job Creation Partnership Steering Committee's finding that the educational and training needs of limited and non-English proficient persons are not adequately met in Los Angeles County.

In keeping with your Board's prior instructions, DPSS convened LEP planning meetings in October and November 2003. These meetings were attended by representatives from the Community Planning Group, LAUSD, LACCD and other community colleges, LACOE Regional Occupational program, CSS's RITE program, HACLA and representatives from my Department. The recommendations contained herein are based on the consensus from the planning process, the outcomes of the last LEP small-scale contracts and the need to reinforce the continued development and provision of specialized LEP programs that started with the first round of these programs in February 2003.

Approval of these contracts will allow DPSS to continue to provide education and training services to LEP CalWORKs participants and in the second round to Needy Families as well, as specified in Attachment A. The first round of LEP programs were implemented in February 2003 and ended September 30, 2003. These services were originally developed for the LEP CalWORKs participants but will be modified for the second round of funding to include a limited number of Needy Families not receiving CalWORKs.

DPSS will solicit proposals from public educational institutions and Housing Authorities for the provision of the second round of education and training programs for (LEP) CalWORKs participants and Needy Families through a letter of interest, which will be mailed to the various public educational institutions and Housing Authorities.

The proposals will be scored and evaluated based on the criteria outlined in the attached document (Attachment D). Since these contracts will be with public agencies, a formal Request for Proposals process is not required.

In the first round of programs which ended on September 30, 2003, a total of 225 CalWORKs participants completed LEP classes offered through the LEP Small Scale Contracts and Immersion Pilot Program, with an additional 226 completing LEP classes offered by HACLA.

At the completion of the LEP programs, a survey of students and educators were conducted to obtain additional feedback regarding the program's effectiveness in preparing participants for employment. A very encouraging 91% of the respondents stated that the LEP training was very valuable in preparing participants for employment in their chosen fields.

The proposed second round of programs will continue to focus on the ongoing development and provision of new and innovative training programs to assist the target population in obtaining and retaining employment. Consistent with the first round, DPSS expects that where successful programs are created, the public educational agencies and Housing Authorities will maintain ongoing funding through their normal process to promote long-term sustainability of the programs.

#### **Implementation Of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal #5: (Children and Families' Well-Being) to improve the well-being of children and families in Los Angeles County. Included is Strategy #1: Implement integrated service delivery initiatives to demonstrate substantial progress toward achieving improved outcomes for children and families.

#### **FISCAL IMPACT/FINANCING**

The maximum amount for the LEP Program is \$2,038,000, funded exclusively with Performance Incentives-NCC funds, which are included in the FY 2003-04 Final Adopted Budget.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The contracts will be with public educational institutions and Housing Authorities.

The contracts will address performance measures and will specify monitoring activities that will be performed by DPSS staff. The selected contractors will have demonstrated in writing in their proposals how services provided will impact measurable outcomes, and these measurable outcomes will be specified in the Agreements. Monitoring of measurable outcomes will include tracking of enrollments, appropriate attendance, students' successful completion of the programs, and surveying of students and teachers for their assessments and comments. DPSS shall monitor contractors' performance on a regular and ongoing basis to ensure that these performance measures are met.

The sample contract has been approved as to form by County Counsel.

The Agreements provide for termination by the County with a thirty (30) calendar-day written notice prior to termination, should termination be in the County's best interest.

The contractors will be expected to comply with the Jury Service Program. The Living Wage Ordinance does not apply, because the recommended contracts are non-Proposition A contracts.

There will be no adverse impact to County employees as a result of these contracts.

The contracts will include provisions for the contractors to consider hiring County employees targeted for layoff, or qualified former County employees who are on a re-employment list during the life of the contract when filling future vacancies.

The contracts will also require that the contractors consider hiring participants of the Greater Avenues for Independence (GAIN) or the General Relief Opportunities for Work (GROW) programs. The contracts will include provisions for the County or the Contractor to terminate services in whole or in part when such action is deemed by the terminating party to be in its best interest.

## **CONTRACTING PROCESS**

These sole source contracts will be procured in accordance with Title 45, Code of Federal Regulations, Part 74, and California Department of Social Services regulation 23-650.1.12, which allows for non-competitive contracting with public agencies.

The contracts will not allow cost-of-living adjustments. As these will be actual cost contracts, any increase in costs will be reflected in the quarterly reconciliation invoices.

However, the contracts will state that the County will not be liable for payments that would exceed the contract maximum.

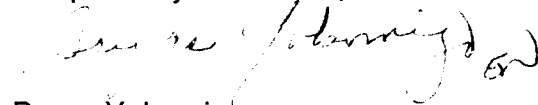
**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

These contracts will provide LEP CalWORKs participants and Needy Families with educational opportunities and training services needed to successfully compete for jobs in the labor market. Further, it is expected that these programs will allow LEP CalWORKs participants and Needy Families to obtain and retain employment in the industries upon which their training is focused. The contracts will be in compliance with all requirements of Los Angeles County Code Section 2.180.010, Certain Contracts Prohibited.

**CONCLUSION**

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted, stamped Board letter to the Director of DPSS.

Respectfully submitted,



Bryce Yokomizo  
Director

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Attachments

c: Executive Officer, Board of Supervisors  
Chief Administrative Officer  
County Counsel